



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 16, 2018**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Dave Hennessey
Mary Ann Melizzi-Golja
Mike Fimbel
Sarah Marchant – via telephone. Left @ 7pm

Absent:

Janet Langdell

Bill Boyd

Staff:

Jay Minkarah, Executive Director

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:04.

2. Business

a. Minutes: April 18, 2018

The Executive Committee reviewed the minutes from the April 18, 2018 meeting. Motion to approve the minutes made by Hennessey, seconded by Battis. The motion passed 5-0-1. Fimbel abstained.

b. April/May Dashboard and Financial Reports

Minkarah started with the bank balances. There is approximately 5 months of cash flow available. We will be looking into interest rates for CD's for a portion of the money. Hennessey stated he would like to have the bank centered in NH if at all possible to support the local economy. It is good to have local links to the business community.

Other activities included Steve Menino graduating from the Economic Development Academy. The Nashua transit study is under way with on board surveys taking place on busses. Minkarah stated activity is up again on the website. Largely due to the HHW days.

Turning to profit and Loss, Minkarah stated we are 75% through the year and are on target for the most part. Many programs will close out next month. Will need to do an amended budget in June. DOT is a 2-year contract. Hennessey asked that the Executive Committee be kept up to date. Ruch asked if perhaps we can meet earlier in the evening in June to have more time to discuss the budget. Minkarah stated the balance sheet is consistent with projections.

Battis made a motion to accept and place the report on file for audit, second by Hennessey. The motion passed 6-0-0.

c. Final MPO MOU Master Agreement (*Action Required*)

Minkarah stated that the final draft of the MPO MOU was approved by the full commission. This is the addendum with the final language. We have to make sure our process matches the state process, or it will become problematic.



Battis made a motion to adopt the amended document, second by Hennessey.

Roll call vote:

Susan Ruch - yes

Karin Elmer - yes

Jim Battis - yes

Dave Hennessey - yes

Mary Ann Melizzi-Golja - yes

Mike Fimbel - yes

3. Old Business

a. NRPC Office Lease Update

Minkarah stated that we have received 10 responses to our RFP. The subcommittee is in the process of reviewing the submission and will schedule site visits as necessary and report to the Committee in June.

4. Transportation Programs

a. Ten Year Plan Update

Minkarah stated that rail did not survive. Some funding was changing for Hudson. Marchant stated that Hudson likes to do their own projects whenever possible as a way to control their costs. They are also applying for a TIGER grant for engineering. Minkarah stated that the Board St. Parkway in Nashua is being reclassified as a local road.

b. Ozone Conformity

Minkarah stated that the EPA has changed the way they review ozone levels after they were sued by some environmental groups. This means we now have to revise all our documents based on 1997 levels. CMAQ should not be impacted but will probably have to do another TIP amendment.

5. Other Business

a. Staffing Changes

Jen Czyns is leaving for the post of Executive Director of the Strafford Regional Planning Commission. Minkarah stated he will be reviewing the entire organization to see how best to replace her. Hennessey stated that perhaps this is an opportunity for a reorganization of NRPC. Ruch asked how much time Czyns spent on circuit riding. Minkarah stated that it was not too much. Ruch along with the other EC members present thanked Czyns for her work at NRPC and coverage and dedication during the executive director search process and transition.

b. Draft FY19 Budget

Minkarah presented the draft budget. He will be making more changes in the next few weeks and have more in June.

6. Adjourn

The next regular Executive Committee meeting will be Wednesday, June 20, 2018.

Motion to adjourn was made Hennessey with a second by Battis. The motion passed 6-0-0. The meeting adjourned at 7:34pm.